

CAREER OPPORTUNITIES

Our client, a prestigious bank with a growing network is looking energetic, dynamic and dedicated resources having relevant experience and are willing to work in Project Management Office, Information Technology Division of a Bank for execution and implementation of Core Banking Solution and Digital Channels project. The following skills and other criteria are required for the positions. All positions are based at Head Office of the Bank in Muzaffargarh AK

01 Position/Job Title	PMO Head (VP/SPV)
Reporting to	Divisional Head IT / Projects Sponsoring Committee
Academic/Professional Qualification	Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. Degree in Project Management and / Professional certifications (PMP) or PRINCE2 certification in addition to the graduation will be preferred.
Experience	Overall, 10 years' experience of managing projects and teams including minimum 5 years' experience of Core Banking implementation management covering Managing team of 10-15 resources • Financial & deposit products • Retail banking and banking operations • Integration and interfacing with allied solution • Alternate delivery channels (ADCs) such as ATM, mobile banking, internet banking, Card Management systems. Working experience of multiple and complex IT related projects. Experience:
Other Skills, Expertise / Knowledge required	• Strong leadership skills and Problem-solving mindset to handle routine project challenges. • Comprehensive knowledge of banking/ banking applications and Core Banking suits. • Understanding of e-Channels including but not limited to ATMs, Mobile application and internet banking. • Excellent verbal and written communication and presentation with technical and non-technical audience of various levels in the organization. • Excellent analytical, decision making, problem solving, teams, conflict resolution and time management skills • Standard project management methodologies and best practices for delivery of projects, well versed with waterfall/agile project methodologies • Develop consolidated end-to-end project plans for complex deliveries • Ability to use Project management tools/systems for managing projects such as Microsoft Office, MS Project and other related project management tools
Outline of main duties/ responsibilities	• Provide project management services and overseeing the selected IT projects. • Ensure proper initiation of Core Banking Solution project and its successful closure through close coordination with vendors' project implementation teams and BAIK internal stakeholders. • Mentor, train, and guide the organization's project teams as they learn and then adopt project management best practices in their projects. • Provide a variety of regular updates ranging from weekly status of enterprise projects to an annual report on the organization's progress at institutionalizing project management Plan & track the deliverables throughout project lifecycle. • Set the standard, provide tools (e.g. tool, templates) and then be the resident advocate and model for good project management practices. • Keep Business Transformation Team (if exists), ITD, BAIK's management team, BoD, and project management community informed as well as SBP if requires so. • Serve as BAIK's authority on IT project management practices. Integrate project management within enterprise & improve integration of projects within the business and operations groups/divisions. • Ensure comprehensive project documentation throughout project lifecycle. • Manage and communicate the project risks & issues proactively to achieve project goals. • Report project's progress/status in timely & effective manner to the management. • Analyze gaps and planning improvements in PMO processes, SOPs, systems, workflows, documentation, manuals, guidelines, practices for adding value to the business from different dimensions.

Position/Job Title	Database Administrator 0G-IA/AVP
Reporting to	Divisional Head IT
Academic/Professional Qualification	Minimum Bachelor degree holder in IT/related discipline / Engineering from HEC recognized university
Experience	Minimum 5 years' experience in IT/banking with 3 years' experience in relevant field. Experience in handling complex database recovery scenarios, troubleshooting various installation and patching issues. Experience in Oracle engineered systems like Exadata and database migration from legacy to a higher version. Experience in any one Cloud technologies.
Other Skills	Extensive knowledge and solid troubleshooting experience in the following areas: RAC, ASM, Exadata, Performance tuning, Data Guard (Physical/Logical and active data guard), DG Broker, latest version of Oracle RDBMS. • Must have clear concept of databases • Hands on experience for working on Oracle database (RDBMS) environment such as Toad, SQL developer. • Strong knowledge of backups, restores, recovery models, clustering and Replication. • Should be competent enough to make an effective roadmap to databases for Bank's products. • Ability to detect and troubleshoot database issues: CPU, memory, I/O, disk space and other resource contention related to Database performance in I/O processes). • Understand coding and service management (to some degree) and Database object table, procedure, function etc. • Good verbal/written communication • Inter-personal and team working skills
Main responsibilities:	• Provide strategic direction and leadership for the organization's database platforms, aligning database strategies with overall business objectives and IT goals. • Key duties will include the analysis of the existing databases of Core Banking Software and come up with solutions for Database designing, re-designing, deployment and optimization as per the best practices. • Performing standard database maintenance and administration tasks. Oversee the administration of all database platforms, ensuring their efficient operation, security, availability, and performance. (Relational Model in DBMS) • Review all security standards employed on the databases and implement improvements accordingly such as develop and enforce database security policies, implement access controls, encryption, and auditing mechanisms to protect data integrity and ensure compliance with regulatory requirements. • Monitor database performance metrics, analyze trends, identify areas for improvement, and implement performance tuning strategies to enhance database efficiency and responsiveness. • Troubleshooting and resolving database integrity, performance, blocking and deadlocking, connectivity, security issues etc. • Performing routine configuration, installation, and reconfiguration of database and related products. (Latest patches and updates). • Support database platforms and help define strategies for data acquisition, recovery, migration and archiving. • Design and implement robust backup and recovery strategies to ensure data availability and minimize downtime in case of system failures or disasters. • Forecast future capacity requirements based on business growth and application needs. Plan and implement database infrastructure upgrades and expansions as necessary. • Manage relationships with database platform vendors, including negotiation of contracts, licensing agreements, and maintenance/support services to ensure optimal service delivery. • Lead and manage a team of database administrators and engineers. Provide mentorship, guidance, and professional development opportunities to enhance team performance and skills. • Willingness to work in shifts and on weekends and holidays.

01	Position/Job Title	Systems Administrator (OG-IA/AVP)
	Reporting to	Divisional Head IT
	Academic/Professional Qualification	Minimum Bachelor degree holder in IT/related discipline / Engineering from HC recognized university. Preferable certification MCSA (Microsoft Certified System Administrator) Proficiency with Windows server and Linux operating systems.
	Experience:	Minimum 5 years' experience in IT / banking with 3 years' experience in relevant field
	Other Skills	• Conversant with databases, networks (LAN, WAN) and patch management. • Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery • Familiarity with various operating systems and platforms • Problem-solving aptitude • Understanding with cloud computing • Comprehensive knowledge of banking/banking applications • Good verbal/written communication • Inter-personal and team working skills • Understanding of Web Servers: Familiarity with hosting servers SSL/TLS Certificates • Professional certifications (e.g., Red Hat Certified Engineer (RHCE)) are often preferred.
	Main Responsibilities:	• Install and configure software and hardware. • Manage network servers and technology tools. • Set up accounts and workstations. • Monitor performance health, security and maintain systems and servers according to requirements. • Troubleshoot issues and outages. • Ensure security through access controls, backups, VPNs and firewalls. • Upgrade systems with new releases and models • Develop expertise to train staff on new technologies • Build an internal wiki with technical documentation, manuals and IT policies. • Value addition in developing IT related policies and implement those policies. • Ensure health of servers and systems for satisfactory performance through proper adherence to their Service Level Agreements (SLAs). • Manage and configure virtualized environments, including VMware, Hyper-V, or similar platforms. • Implement data retention and recovery policies to ensure data integrity and availability. • Generate regular reports on resource usage, availability, and costs. • Develop and test disaster recovery plans to guarantee business continuity. • Handle Active Directory, LDAP, or similar directory services to organize users and resources. • Maintain an inventory of all software resources, ensuring timely upgrades.

03	Position/Job Title	Project Coordinators / Managers for CBS, Allied Solutions and Digital Channels (OG-IS/AVPs)
	Reporting to	PMO Head / Divisional Head IT
	Academic/Professional Qualification	Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Degree in relevant field and professional certification (PMP) will be treated as advantageous.
	Experience:	Minimum 5 years with 3 years' experience in related field covering: • Coordination with vendors' PMO team and bank's stakeholders • Banking products and banking operations • CBS execution and conversion of technology platform • Integration and interfacing with allied solution • Alternate delivery channels (ADCs)
	Skills and Main Responsibilities:	• Applying appropriate project management standards for successful implementation of the project. • Planning and monitoring implementation process of the project Preparing and maintaining the project's stages/ milestones and exception plans as required. • Managing project risks including the development of contingency plans. • Liaison with program management if the project is part of a comprehensive program and ensure clear communication and goal alignment • Coordinate with vendors' PMO team and bank's stakeholders to ensure meeting automation requirement of the business/operations • Applying agile project management technique for change control and configuration management processes. • Reporting / presenting status on project progress using high powered presentation to the management/Board/any Committee. • Maintaining an awareness of potential interdependencies with other projects and their impact. • Managing project administration / charter • Monitoring the daily progress of projects • Providing detailed updates to high-ups or other stakeholders • Organizing reports, invoices, contracts, and other financial files of the project for easy access. • Planning meetings and organizing project logistics. • Ability to use Project management tools/systems for managing projects such as Microsoft Office. • MS Project and other related project management tools • Track project progress using task management tools and address bottlenecks efficiently.

01	Position/Job Title	System / Network Security Officers (OG-I/OG-II)
Reporting to	Divisional Head IT	
Academic/Professional Qualification	Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Relevant certification, such as CCNA or OWSE, (SOC, CCSP, CISM, or CISA are a plus)	
Experience:	Minimum 2-3 years' experience in LAN/networks/web applications /penetration testing. (With same role)	
	• Strong knowledge of security frameworks and standards. • Excellent leadership, communication, and interpersonal skills. • Should have experience in Vulnerability Assessment and Penetration Testing (VAPT).	
Other Skills	• Conversant with databases, networks (LAN, WAN) and patch management. • Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery • Familiarity with various operating systems and platforms • (Latest ISO requirements and security controls) Understanding of HTTP and HTTPS, as well as their underlying implementations • Basic programming proficiency, sufficient to write and execute scripts from the command line. • Familiarity with cloud and software security best practices. • Knowledge of network and endpoint security technologies.	
Main Responsibilities:	• Will work as backup resource for network and System Administration. • Actively look for security vulnerabilities in our application and network, reporting issues and describing possible solutions. • Support design and maintain our security infrastructure. • Stay up to date with security news, keeping an eye for the latest vulnerabilities and remedies emerging in the field. • Actively liaise with the development/project team to ensure a secure architecture. • Provide regular reports auditing our current services and latest changes, as well as our internal practices. • Monitor our server traffic, ticketing and reporting unusual packets. • Lead incident response, including investigation, containment, and remediation. • Educate staff on security awareness and policies. • Provide regular security status updates to senior management.	

01	Position/Job Title	Information Security Officer (OG-1/OG-II)
	Reporting to:	Divisional Head Risk Management Division
	Academic/Professional Qualification:	Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Relevant certification, such as CISM / CISSP / CISA / ISO 27001 Lead Implementer or Auditor will add value.
	Experience	Minimum 3-5 years' experience in IT / Information security field and related regulatory compliance. • Strong knowledge of security frameworks and standards. • Should have experience in information security and its related regulatory compliance.
	Other Skills:	• Strong understanding of banking IT systems and cybersecurity risks • Knowledge of SBP regulatory requirements • Risk assessment and analytical skills • Strong documentation and reporting abilities • Ability to communicate effectively with management and regulators • High integrity, independence, and professional judgment
	Main Responsibilities:	• Information Security Governance • Risk Assessment & Management • Regulatory Compliance & Audit Coordination • Access Control & Privileged User Management • Cybersecurity Operations Oversight • Information Security Incident Management • Vendor & Third-Party Security Risk Management • Secure Architecture & Change Management • Data Protection & Business Continuity • Awareness & Capacity Building • Reporting & Escalation

01	Position/Job Title	Business Analysts (OG-I)
	Reporting to	PMO Head/Divisional Head IT
	Academic/Professional Qualification	Minimum Bachelor's degree in Computer Science, Information Technology, Business Administration, or related field. Additional certifications such as Certified Business Analysis Professional (CBAP) or Project Management Professional (PMP) are advantageous
	Experience	- Minimum 03 years' experience in business analysis or a related field. - Demonstrated experience in gathering and analyzing business requirements, translating them into technical specifications, and working with development teams. - Demonstrated experience in analyzing business processes, identifying gaps, and recommending solutions. - Proficiency in using gap analysis techniques and tools to assess current vs desired state.
	Other Skills, Expertise / Knowledge required	- Strong analytical and problem-solving skills. - Excellent communication and interpersonal skills with ability to effectively communicate with stakeholders at all levels. - Proficiency in documentation and presentation tools (such as MS Offices and PowerPoint) - Knowledge of software development lifecycle (SDLC) processes.
	Outline of main duties/ responsibilities:	- Collaborate with business stakeholders to understand their requirements, objectives, and challenges. - Conduct analysis of business processes, systems, and data to identify gaps and opportunities for improvement. - Translate business requirements into technical specifications and user needs, ensuring alignment with strategic objectives. - Work closely with development/projects' cross functional teams to ensure that solutions meet business needs and requirements. - Facilitate communication between business stakeholders and technical teams throughout the project lifecycle. - Develop and maintain documentation including requirements, design specifications, and user manuals. - Continuously assess and refine business impact analysis processes and methodologies to improve effectiveness and efficiency. - Participate in testing and validation of new systems or software solutions to ensure functionality and usability. - Provide training and support to end-users on new systems and processes. - Stay current with industry trends and best practices in business analysis and IT.

01	Position/Job Title	Quality Assurance Analyst (QG-I)
Reporting to:		PMO Head/Divisional Head IT
Academic/Professional Qualification		• Bachelor's degree in Computer Science, Information Technology, or related field. • Relevant certifications such as Certified Software Quality Analyst (CSQA) or ISTQB Certified Tester are advantageous.
Experience:		• Minimum 03 years' experience in software quality assurance or a related role. (software testing, quality assurance, or banking systems testing) • Proven experience in developing and executing test plans, test cases, and test scripts. • Familiarity with manual and automated testing methodologies and tools.
Other Skills, Expertise / Knowledge required		• Strong analytical and problem-solving skills. • Excellent communication and interpersonal skills. • Attention to detail and accuracy. • Ability to work both independently and collaboratively in a team environment. • Knowledge of software development lifecycle (SDLC) processes. • Familiarity with testing frameworks such as Selenium, JUnit, or TestNG.
Outline of main duties / responsibilities		• Develop and execute test plans, test cases, and test scripts to validate software functionality, performance, and reliability. • Conduct thorough manual testing of web and mobile applications, as well as backend systems. • Utilize automated testing tools and frameworks to streamline the testing process and improve efficiency. • Document and track software defects using bug tracking tools and work closely with development teams to ensure timely resolution. • Collaborate with cross-functional teams to understand requirements and provide feedback on system design and functionality. • Perform regression testing to verify bug fixes and ensure that new features do not negatively impact existing functionality. • Analyze test results and provide regular reports on testing progress, including defect metrics, test coverage, and overall quality status. • Participate in release planning and deployment activities to ensure that software releases meet quality standards and customer expectations.
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INVITATION FOR E-BIDS E-TENDER NOTICE

Office of the Punjab Agriculture Marketing Regulatory Authority, LAHORE invites the E-Bids from Technical and Financial strong Contractors / Firms / Suppliers, who are registered on E-PADS as per Regulations-7(1) of PPRA regulations-2024 having valid PEC License for the Financial Year 2025-26 in the relevant category or above with fields specialization of relevant codes mentioned in bidding document and active filer/tax payer in FBR/NTN and PNTN, for undertake the projects given below:-

Sr.#	Name of Scheme	Estimated Cost (In PKR Rupees)	Earliest Money (In shape of Bank Guarantee)	Time Limit
1	Establishment of New Grain Market, Depalpur Road, Okara.	Rs.6,089,726,475/-	Rs.304,486,323	31.12.2027
2	Construction of Mandi Mart at Kana Kacha in Fruit & Vegetable Market	Rs.92,589,705/-	Rs.4,629,485	31.12.2026

- As per direction by the Government of the Punjab, Punjab Procurement Regulatory Authority (PPRA), it is informed to all contractors, firms, companies, manufactures etc, should be registered with EPADS, for participating of above-mentioned E-bid procurement.
- Bidding document, containing method of procurement **Single Stage Two Envelope** procedure will be adopted, detailed terms and conditions etc, will be available on the website mentioned below from June 30, 2026 for downloading **free of cost**. Prospective Bidders are also advised to follow the said website for updates of the bidding schedule and addendum(s), if any.
- The bids prepared in accordance with the instructions provided in the bidding documents must be uploaded on EPADS (PPRA) website www.eprocure.gov.pk as per the following schedule:

S.#	Description	Date & Time
1	Last date of Submission of Technical & Financial E-Bids	24.07.2026 at 11:00 A.M
2	Date of Opening of Technical E-Bids	24.07.2026 at 11:30 A.M

- As per Government of the Punjab, PPRA, S&GAD Lahore Circular No.L&M(PPRA)10-1/2011-008596 dated:11.10.2024, that, Preferable Bank Guarantee on account of bid security (above-mentioned amount) in favor of the **Director Agriculture Marketing Development Fund** has to be submitted to the tender opening committee on or before the opening of E-bids i.e. **24.07.2026 at 11:30 AM**, failing which, the contractor / firm will be non-responsive in presence of tender opening committee and in such case, bid submitted will be declared as non-responsive (due to non-provision of Bank Guarantee).
- In case of submission of any **fake information/document such as Bank Guarantee**, the Contractor/Firm will be non-responsive from the tendering procedure and black listed to participate in any tendering process of **PUNJAB AGRICULTURAL MARKETING REGULATORY AUTHORITY LAHORE**. Further recommendation to PPRA and PEC will also be made against such firm/contractor for appropriate action/ black listing.
- As per Government of the Punjab, PPRA, S&GAD Lahore Circular No.L&M(PPRA)10-1/2011-008595 dated:11.10.2024, that, all the bidders are required to quote their rates against each entry/item of DNT/ BOQs (**Instead of Percentage**) and completely fill the pages of rate analysis/ summary/ sub summary. All incomplete financial bids (i.e. blank DNT/ BOQs and blank entries) will be declared as non-responsive and will not be included in the competition for determination of lowest evaluated bidder. Department will only evaluate item rates quoted by the bidder and amounts quoted will not be considered.
- Only technically responsive E-bidder(s) will be qualified for opening of financial E-bid(s). Financial E-bid of bidder(s) found technically non-responsive shall remain un-opened in the E-PADS.
- If the e-bid or proposal including record submitted on the e-PADS found corrupt, un-readable or contain virus, then-bid or proposal shall be rejected as per Regulation -8(4) of PPRA Regulations-2024.
- The bidder shall submit their E-bids through uploading PDF file one-PADS as per Regulation-6(4) of PPRA Regulations-2024. **Those firms uploaded E-bids on E-PADS must submit hardcopy of technical book at the time of opening.**
- As per direction of Honorable Supreme Court of Pakistan up to 10% Performance Guarantee where needed will be received in shape of Bank Guarantee (valid for 3 (Three) months beyond the completion date).
- The procuring agency may reject all E-bids or proposals at any time prior to the acceptance of a bid or proposal under Punjab PPRA, Rules 2014 (Rule-15).
- All the bidders / contractors / firms are must required to work out the amount / rate against "each item" and indicate the total amount of his bid on which he is willing to complete the work. All incomplete Financial Bids (i.e. Blank DNT/BOQs and blank entries / pages of rates analysis / summary / sub summary etc) shall be declared as **"Non Responsive"** and not to be included in the competition for determination of lowest evaluated bidder.
- The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/view/Tender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.
- The received E-Tender will not be proceed for approval if funds are withdrawn or not release for any reason from the Government.
- Basic eligibility criteria will be strictly followed therefore bidders are requested to examine the bidding documents carefully prior to submission of E-bid.
- The Bid validity will be for 120-days.

IPL-6714

DEPUTY DIRECTOR ENGINEERING Punjab Agriculture Marketing Regulatory Authority, Lahore	DIRECTOR ENGINEERING Punjab Agriculture Marketing Regulatory Authority, LAHORE
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- Stay current with emerging trends and best practices in quality assurance and software testing.
- Identify and report bugs, errors, and system inefficiencies.
- Maintain QA documentation, test scripts, and testing reports
- Ensure compliance with banking regulations and security standards.
- Perform regression, functional, and user acceptance testing (UAT).

01 Position/Job Title	IS Audit Officer (OG-I)
Reporting to:	PMO Head / Divisional Head Audit
Academic/Professional Qualification	- Bachelor's degree in Computer Science, Information Systems, or related field. - Certified Information Systems Auditor (CISA) certification is required. - Additional certifications such as Certified Information Security Manager (CISM) or Certified Ethical Hacker (CEH) are advantageous. - Strong understanding of IT governance frameworks (e.g., COBIT, NIST, ISO 27001).
Experience	- Minimum 03 years' experience in information systems auditing, IT security, or related field. - Demonstrated experience in planning and executing information systems audits in accordance with industry standards and regulatory requirements. - Strong understanding of information security principles, standards, and frameworks (e.g., ISO 27001, NIST Cybersecurity Framework). - Experience in conducting technical testing and analysis of IT systems and applications, including vulnerability assessments and penetration testing.
Other Skills, Expertise / Knowledge required	- Excellent analytical and problem-solving skills. - Strong communication and interpersonal skills. - Proficiency in using audit tools and software, such as vulnerability scanners, penetration testing tools, and audit management systems. - Ability to work independently and collaboratively in a dynamic environment. - Knowledge of audit methodologies and techniques, including risk assessment, control testing, and evidence collection.
Outline of main duties / responsibilities	- Plan and execute information systems audits to assess compliance with policies, regulations, and industry standards. - Conduct risk assessments to identify potential threats and vulnerabilities in information systems and infrastructure. - Evaluate the design and effectiveness of information systems controls, including logical access controls, change management processes, and data security measures. - Review and assess compliance with applicable laws, regulations, and industry standards, such as GDPR, ISO 27001, and NIST. - Perform technical testing and analysis of IT systems and applications, including vulnerability assessments, penetration testing, and security configuration reviews. - Document audit findings, including identified risks, control deficiencies, and recommendations for remediation. - Communicate audit results and recommendations to management and stakeholders, including written reports and presentations. - Collaborate with IT teams to develop and implement corrective action plans to address identified deficiencies and improve controls. - Monitor the implementation of remediation efforts and verify that corrective actions are effective in mitigating risks. - Review and assess IT policies, processes, and internal controls. - Provide recommendations to strengthen IT security and mitigate risks.

01 Position/Job Title	Training Officer (OG-IV/OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Bachelor's degree in Computer Science, HRM or related field. - Certifications in relevant field will be advantageous for the candidates. (e.g., CIPD, ATD)
Experience	- Minimum 2-3 years' experience in relevant field. - Experience in designing and conducting training needs analysis / imparting IT related trainings or MIS reporting etc. will be preferred. - Strong understanding of concept "train the trainers"
Other Skills, Expertise / Knowledge required	- Conducting TNA (Training Needs Analysis) skills - Strong communication and interpersonal skills. - Proficiency in organizing trainings using e-learning tools and software. - Knowledge and ability to manage training needs of cross functional and projects' team members.
Outline of main duties / responsibilities	- Planning and identifying training needs programs required to be conducted for business users and team members. - Arrange/manage/conduct programs on the concept of train the trainers. - Leading programs to assist employees with transitions due to technological changes, acquisitions and mergers - Communicating with management, trainers and team members to ensure that all needs are met - Setting up and conducting orientation programs on new IT projects for senior management. - Arranging on-the-job trainings for new hires - Resolving any specific problems and tailoring training programs as necessary. - Arrange and ensure training supplies/materials for each training sessions. - Keeping records of all training/orientation sessions conducted - Assess training needs and create customized learning materials. - Ensure compliance with regulatory training requirements.



NOTICE FOR DISPOSAL OF VEHICLE

A well-reputed NPO/charitable organisation intends to dispose of the following vehicle on an "as is where is basis":

Maker/Make name	Model	register	Horsepower/CC
Toyota Corolla Axio	2020	2023	15

Vehicles can be inspected from 6th July 2026 on ward 9am to 5pm
Last date to submit sealed bid is 16th July 2026

Address: Plot # 01, St. # 30, Umar Market, G-10/4, Islamabad. Ph: 051 8430800-801



FAZAIYA SCHOOLS AND COLLEGES CAREER OPPORTUNITIES

Following vacancies are available at a highly reputed Fazaia Inter College, PAF Base Nur Khan Rawalpindi Competent and well qualified candidates who are seeking for a career under an inspiring work environment may apply.

S. No	Post	Seats	Section	Qualification / Experience
1	Accountant	1	FIC, NRK	BS/B Com/BBA with 5 years experience in Accounts (preferably a comparable future JCO catered JCO of Accounts Trade)
2	Psychologist	1	FIC, NRK	MS/BS Psychology from HEC - recognized institute + 5 years experience in reputed institution candidate must have studied Counselling as a subject.
3	Teacher - Comp Sci	1	Senior Section	MS/BS Computer Science / M.Ed/B.Ed with 5 years teaching experience in reputed English medium institution
4	Teacher - History	1	Senior Section	MA (History/Geography) M.Ed / B.Ed with 5 years teaching experience in reputed English medium institution
5	Teacher - Gen Sci	1	Senior Section	MS/MA & M.Ed/B.Ed with 5 years teaching experience in reputed English medium institution
6	Teacher - Pak Std	1	Cambridge Section	MA (Pak Std) with 5 years teaching experience in Cambridge institute (Cambridge certified)
7	Comp Lab Asstt	1	Senior Section	FSC (Pre-Engineering/ICS) + Certificate in Computer Science with 3 years experience as Comp Lab asst

Note: B.Ed is mandatory.

- The candidate removed / dismissed prematurely from any post at any Fazaia / Government or Non-government institute will not be considered.
- Selected candidates will be offered competitive pay package.
- After successfully completing probation period, the individuals will have the opportunity to join either provident fund or Gratuity scheme as opted.
- It is a contract employment; annually renewable on the basis of performance and may continue for an unlimited time period on the basis of good performance.
- Concealment of any fact or information may lead to strict disciplinary action, even after the selection.

Last date of submission of applications along with CV and passport size photograph is **11 July, 2026**.

1. Shortlisted candidates shall be called for interview. No TA/DA is admissible.

2. Address: Fazaia Inter College, PAF Base Nur Khan, Rawal Road - Rawalpindi.

(Principal)

Tel: 051-9525511, Mobile No. 0323-9415951

01 Position/Job Title	MIS Reporting Analyst / Officer (OG-I/OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Bachelor's degree in Computer Science, Information Systems, or related field. - Proficiency in data analysis tools such as SQL, Excel, Power BI, or Tableau. - Knowledge of banking systems and reporting standards
Experience:	- Minimum 03 years' experience in relevant field. - Experience with strong understanding of MIS reporting, designing views /dashboard for management.
Other Skills, Expertise / Knowledge required	- Well conversant with need of MIS reporting, designing views/dashboard as DSS for the management. - Strong communication and interpersonal skills. - Knowledge with understanding of the system and technology to ensure reports development as per business requirement. - Proficiency in analysis of business information and suggest correctly required reports for management at the right time and place.
Outline of main duties / responsibilities	- Analyze business information and help business to develop required reports, views and dashboard for the management. - Ensure all reports are developed and available in the system as identified and required to the business/operations and other users. - Test and confirm all reports are properly generated through system. - Maintain MIS documentation and complete record of MIS reports development. - Provide recommendations to update current MIS to improve reporting efficiency and consistency. - Perform data analysis for generating reports on periodic basis. - Extract, clean, and analyze banking data for trends and insights - Develop MIS system for customer facilitation and internal communication. - Provide strong reporting and analytical information support to management team. - Suggest both periodic and ad hoc reports as needed. - Participate in cross-functional meetings to resolve recurring customer issues. - Ensure timely and accurate reporting to regulatory bodies and senior management. - Collaborate with IT and business teams to enhance data integrity and reporting standards.

01 Position/Job Title	Project Support Officers (OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. - Certification in project management (e.g., PMP, PRINCE2) is an advantage - Strong organizational and coordination skills.
Experience:	- Minimum 2 years' experience in project management supporting role. (Project coordination, banking operations, or IT projects) - Familiarity with banking processes, regulatory requirements, and project lifecycles. - Experience in supporting project managers, tracking deliverables, and reporting
Other Skills	- Good knowledge of Technology usage - Well-acquainted with MS Office, PowerPoint and PM tools - Good verbal/ written communication - Skills to develop presentations on project status using project management software and maintain record for better project administration. - Well versed with organizing review meetings, taking minutes and maintain implementation status of matters arising of the meetings.
Outline of main duties / responsibilities	- Set up and maintain project files. - Keep record of payments and ensure that are timely made to the vendors as per milestone achieved. - Assist PMO Head in his day-to-day activities. - Assist in the organizing project and cluster meetings, ensure all logistic support, take minutes and ensure appropriate follow up action where requested. - Establish document control procedures and maintain project registers - Develop and update presentations on project status. - Collect data and forecasts - Assist with compilation of reports - Administer project implementation plan, watch missed delivery of milestones and update plans. - Assist in service and teams' performance Reviews - Coordinate with teams to ensure project timelines and deliverables are met. - Support risk assessment and change management activities. - Support system upgrades, digital banking initiatives, and process improvements.
Age	For Permanent Induction Maximum upto 42 years on the closing date of advertisement For Contract Induction Maximum upto 57 years on the closing date of advertisement.

Send your CV within 15 days of publication of this advertisement to careers@mh9.biz mentioning the position applied for. Only shortlisted candidates will be contacted. We are an equal opportunity employer